



**MISCELLANEOUS NON-JUDICIAL COUNTY CLERK'S GENERAL RETENTION SCHEDULE  
(COCLK)  
INDIANA COMMISSION ON PUBLIC RECORDS  
COUNTY RECORDS MANAGEMENT**

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION ON PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  <i>SIGNATURE</i>	PRINTED NAME: Jim Corridan	
CHAIRPERSON OF THE COUNTY COMMISSION ON PUBLIC RECORDS:  <i>SIGNATURE</i>	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION ON PUBLIC RECORDS:  <i>SIGNATURE</i>	PRINTED NAME:	

**THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.**

**Instructions:**

1. Records listed on this schedule may be destroyed upon completion of a *Notice of Destruction, State Form 44905* and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.
2. **County officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the general retention schedule (CLGRS)
3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a *Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505*, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

**GUIDELINES:**

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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<b>RECORD SERIES NUMBER TITLE/DESCRIPTION</b>	<b>RETENTION PERIOD</b>
<b>COCLK 1. RETAIL DISTRESS SALE APPLICATION &amp; LICENSE</b>  Licensing of Retail Distress Sales – includes original inventory.  Application for Going Out of Business, Removal and Fire Sale License. [IC 25-18-1-7]  Copy of License also retained by Auditor	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. FILE Application and Inventory together as a Unique Record in a Separate File System.
<b>COCLK 3. RETAIL DISTRESS SALE COPY OF INVENTORY</b>  Form 16 Form 16-W Form 16 pr  [IC 25-18-1-5]	DESTROY after one (1) calendar year. FILE Application and Inventory together as a Unique Record in a Separate File System.
<b>COCLK 4. RETAIL DISTRESS SALES BOOK</b>  (Licensing of Retail Distress Sales)  [IC 25-18-1-7]	TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION WEEDING and SAMPLING three (3) years after completion of book. FILE Application and Inventory together as a Unique Record in a Separate File System.
<del><b>COCLK 4. DISTRESS SALES BOOK</b></del>  <del>(Licensing of Retail Distress Sales)</del>	<del>TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION WEEDING and SAMPLING three (3) years after completion of book. FILE Application and Inventory together as a Unique Record in a Separate File System.</del>
<b>COCLK 5. CONFLICT OF INTEREST DISCLOSURE</b>  [IC 35-44-1-3(d)(6)(B)]	DESTROY after four (4) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. FILE as a Unique Record in a Separate File System.
<b>COCLK 6. CORONER'S INQUEST-VERDICT AND WRITTEN REPORT OF DEATH</b>  Copy sent to Clerk's Office prior to July 1, 1994. [IC 36-2-14-10(a)]	PERMANENT. RETAIN in office or TRANSFER after twelve (12) calendar years to COUNTY ARCHIVES or INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS.

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<p><b>COCLK 7. OATHS/CERTIFICATES OF PUBLIC OFFICIALS</b></p> <p>(Certificate of Appointment and Election, SF 31228 and SF 32229)</p> <p>SF 47857(96) [IC 5-4-1-4(b)] (Originals)</p> <p>Examples include: County Officers: Auditor, Clerk, Recorder, Treasurer, Sheriff, Surveyor, and Assessor. Other Public Officials: Constables, Small Claims Court.</p> <p>Oaths of Deputy Clerks of Circuit Court, Local Alcoholic Beverage Commission Appointed Members. [IC 7.1-2-4-20] Library Board Members.</p> <p><i>[IC 36-12-2-19 (c)]; [IC 36-12-7-4(d)]</i></p>	<p>TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION, WEEDING and SAMPLING one (1) year after completion of term (if public official has not retained this record and if on file as a public record).</p>
<p><b>COCLK 8. LIST OF LICENSED CHILD PLACING AGENCIES</b></p> <p>Compiled by Division of Family and Children, FSSA.</p> <p><i>[IC 31-19-8]</i></p>	<p>DESTROY two (2) calendar years after expiration of list. FILE as a Unique Record in a Separate File System.</p>
<p><b>COCLK 9. MEDIATORS LISTS</b></p> <p>(Provided by Supreme Court) Listing of approved alternative dispute mediators and type of case in which they are authorized to serve. (Supreme Court Alternative Dispute Resolution Rule 2.3)</p>	<p>DESTROY after five (5) calendar years. FILE as a Unique Record in a Separate File System.</p>
<p><b>COCLK 10. NOTARY PUBLICS MONTHLY LIST</b></p> <p>Monthly list of newly commissioned Notaries in a county. Published monthly by Secretary of State. <i>[IC 36-42-2-8]</i></p>	<p>DESTROY after one (1) calendar year and when replaced by Annual List (see item #11).</p>
<p><b>COCLK 11. NOTARY PUBLICS ANNUAL LIST</b></p> <p>Annual List of newly commissioned Notaries in a county. Published yearly by Secretary of State. <i>[IC 33-42-2-8]</i></p>	<p>DESTROY after four (4) calendar years. FILE as a Unique Record in a Separate File System.</p>
<p><b>COCLK 12. PERPETUAL CARE OF CEMETERY ENDOWMENT ACCOUNTING AND REPORT</b></p> <p>(prior to July 1, 1994) <i>[IC 23-14-48]</i></p>	<p>RECORD in Non-Judicial Order Book. FILED with County Recorder after July 1, 1994. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.1-19.1R].</p>
<p><b>COCLK 13. RESOLUTIONS OR MEMORIALS FROM LOCAL BAR ASSOCIATIONS</b></p> <p>(Traditional practice by members of Local Bar and Judiciary)</p>	<p>TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION, WEEDING and SAMPLING after three (3) years, if not placed in Non-Judicial Order Book.</p>

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<b>COCLK 14. DECLARATION OF LOCAL DISASTER.</b>  <i>[IC 10-14-3-29(a)(2)]</i>	RECORD in Non-Judicial Order Book. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.1-19.1R].
<b>COCLK 15. ORDERS CREATING OR AMENDING RULES OF PROCEDURE</b>  (Supreme Court Order)	DESTROY upon publication of annual rules. POST as required by order. MAINTAIN Original as Unique Record.
<b>COCLK 16. OFFICIAL SEAL OF RECORDER-IMPRESSION AND VERIFIED DESCRIPTION.</b>  [IC 36-2-11-23(a)]	RECORD in Non-Judicial Order Book. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.1-19.1R].
<b>COCLK 17. INDIANA DEPARTMENT OF TRANSPORTATION/NOTICE OF OFFICIAL ACTION</b>  (Speed Zones, Flashing Lights, etc.)	DESTROY after three (3) calendar years when outdated or superseded.
<del><b>COCLK 18. PREMARITAL EXAMINATION CERTIFICATE</b></del>  <del>Confidential and not open to public inspection.</del> <del>OBSOLETE. Effective 7-1-05. HEA 1358 repealed IC 31-11-5.</del>	<del>DESTROY after three (3) calendar years.</del>
<b>COCLK 19. BAIL AGENT LICENSE/POWER OF ATTORNEY</b>  [IC 27-10-3]	DESTROY three (3) calendar years after expiration of license.
<b>COCLK 20. CASH BOND RECORD</b>	DESTROY six (6) calendar years after bond becomes distributable and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>COCLK 21. MONTHLY NOTICE OF ALCOHOLIC BEVERAGE COMMISSION (ABC) MEETING</b>	DESTROY after one (1) calendar year and when replaced by Annual List (see item #22).
<b>COCLK 22. YEARLY REGISTRY OF ALCOHOLIC BEVERAGE PERMITS</b>  [IC 7.1-2-3-9.1]	DESTROY after the new registry is available for public inspection.

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**COCLK 23. ISETS RECORDS (INDIANA SUPPORT ENHANCED TRACKING SYSTEM)**

<u>ISETS FORM #</u>	<u>COUNTY FORM #</u>	
WEAAD631 Name And Address Notification Report	N/A	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
WEAAD564 Agency Disbursement Report	245 ADR Agency Disbursement Report	
WEAAC224 Daily Balance Report	246 DCB-Daily Support Cash Book	
WEAAC200 Receipt Balance Report	247 DRR-Daily Receipts Register	
WEAAD561 Disbursement Report	N/A	
FSASECWD Check Register	245 DCR Daily Check Register	
WEAAC223 Voided And Reissued Report	245 VCR-Voided and Reissued Checks (Daily and Monthly)	
WEAAD302 Undistributed Receipt Report	244 DUR-Daily Undistributed Receipts	
WEAAC205 Reconciliation Report	247SAB-Summary of Approved Receipt Batches	
	245 MCC-Cleared Checks	
	250 ARR-Accounts Receivable Recoupments	
	246 MBR-Clerk's Support Bank Reconciliation	
WEACC920 Outstanding Check Report	245OSC- Outstanding Check Report	
WEACC921 Tape Reconciliation Report	245-Tape Reconciliation of Checks	
Check Form	245-Check Form	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
WEAAD310 Trial Balance Report	N/A	NOTE: This form will be discontinued, except for counties that find the report useful. If generated, then: DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
WEAAD418 Potential Refund Report WEAAD904 Aging of Paternity Reports WEAAD905 Aging of Established Cases (EOM) WEAAD923 Delinquency Reports		These report forms have been, or will be, routed to the County Prosecutor. These reports are maintained by the County Prosecuting Attorney.

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<b>COCLK 24. CHILD SUPPORT DOCKETS</b>	
Form 45 – Support Docket	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Form 45L – Support Docket-Loose Leaf	
<b>COCLK 25. CLERK’S FEE AND CASH BOOK</b>	
Issue Docket – 1790-c. - 1913	Destroy per Administrative Rule 7, 85-1.1-02.
Entry, Issue Docket & Fee Book (Civil Docket, 1970 + ) – 1913 – 1990	PERMANENT. Maintain per Administrative Rule 7, 85-1.1-03R.
Revised Form 41 – 1990 + Form 41	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Form 27A-Clerk’s Cash Book of Receipts and Disbursements Form 27CC-County Court Cash Book of Receipts	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
Form 44-Register of Fees and Funds Held in Trust	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
<b>COCLK 26. ELECTION RECORDS</b>	
Poll lists, absentee ballot applications, ballot envelopes, tally sheets, ballots and computer programs used to tabulate votes  [IC 3-10-1-31; IC 3-10-1-31.1; IC 3-12-4-13]	DESTROY twenty-two (22) months after the election for which the records were produced and upon approval of COUNTY RECORDS COMMISSION or INDIANA COMMISSION ON PUBLIC RECORDS.
Unused Ballots  NOTE: Any record concerning an issue in litigation must be retained until the controversy is resolved, subject to orders of the court	DESTROY after filing deadline for recount petition. Retain one copy for election record.
Voter Registration Records  Canceled registration records Voter declination records  [IC 3-7-27-6 (b)]	DESTROY two (2) years after the date of the previous general election.
Campaign Finance Records - General  [IC 3-9-4-6]	DESTROY four (4) years from December 1 following the election to which they pertain unless the records are in litigation.
Campaign Finance Records – Judicial	DESTROY six (6) years from December 1 following the election to which they pertain unless the records are in litigation.

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**Note:**

CERTIFICATE OF INSPECTION AND COMPLIANCE OF CHEMICALS AND CHEMICAL TEST DEVICES [IC 9-30-6-5(b)] and CERTIFICATION OF BREATH TEST OPERATORS [IC 9-30-6-5(b)] have been deleted from this schedule, as both are cited by Administrative Rule 7, 89-2-33R.

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